



## **Data Protection Policy**

### **Introduction**

1. This policy sets out how Gymnastics Northern Ireland (GNI) will ensure that it complies with all the provisions of the Data Protection Act 1998 (the Act).
2. Gymnastics Northern Ireland is fully committed to protecting the privacy of all individuals including staff, contractors, service users and others, by ensuring lawful use of their personal information in accordance with the Act. GNI shall take all necessary steps to implement this policy and to ensure that all staff are fully aware of it and abide by it.

### **Status of the Policy**

3. This policy does not form part of the formal contract of employment, but it is a condition of employment that staff abide by the rules and policies made by Gymnastics Northern Ireland. Any failure to follow this policy can therefore result in disciplinary proceedings.
4. Any staff member who considers that this policy has not been followed in respect of personal information about themselves, should raise the matter with their line manager initially. If the matter is not resolved, it should be raised as a formal grievance.

### **Why Personal Information is Collected**

5. In order to operate efficiently, Gymnastics Northern Ireland has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective staff members, clients, service users and suppliers. In addition, GNI may be required by law to collect and use information in order to comply with the requirements of Government.

### **How Personal Information is Treated**

6. Gymnastics Northern Ireland regards the lawful and responsible treatment of personal information as very important for successful operation and for maintaining confidence between GNI and those with whom it carries out business. GNI will take the following steps.

### **The Eight Principles of Data Protection**

7. Gymnastics Northern Ireland will comply with the eight data protection principles set out in the Act. Through appropriate management controls, GNI will:
  - fully observe legal conditions regarding the fair collection and use of personal information
  - meet legal obligations to specify the purpose for which information is used and will only use it for those purposes
  - collect and process appropriate personal information only to the extent that it is needed to fulfill operational needs or to comply with any legal requirements



- ensure the quality of information used
- apply strict limits to the length of time that information is held
- ensure that the rights of people about whom the information is held can be fully exercised under the Act
- take appropriate technical and Gymnastics Northern Ireland security measures to safeguard personal information
- ensure that personal information is not transferred abroad without suitable safeguards.

### **Staff Awareness and Involvement**

8. Staff are key to ensuring that Gymnastics Northern Ireland complies with the Act. Gymnastics Northern Ireland will ensure that:
- there is a manager with specific responsibility for data protection in GNI;
  - everyone managing and handling personal information understands they are contractually responsible for following good data protection practice;
  - everyone managing and handling personal information is appropriately trained to do so;
  - everyone managing and handling personal information is appropriately supervised;
  - anyone wanting to access their personal information knows what to do;
  - queries about handling personal information are promptly and courteously dealt with;
  - methods of handling personal information are regularly assessed and evaluated;
  - performance in handling personal information is regularly assessed and evaluated; and
  - data sharing is carried out under a written agreement, setting out the scope and limits of the sharing. Any disclosure of personal information will be in compliance with approved procedures.

### **Contractors and Third Parties**

9. All contractors, consultants, partners or other servants or agents of Gymnastics Northern Ireland who are users of personal information supplied by GNI will be required to confirm that they will abide by the requirements of the Act. Gymnastics Northern Ireland will require that they enter into a contract which will oblige them to:
- ensure that they and all of their staff who have access to personal information held or processed for us or on our behalf, are aware of this policy and are fully trained in and are aware of their duties and responsibilities under the Act. Any breach of any provision of the Act will be deemed as being a breach of any contract between GNI and that individual, company, partner or firm;
  - ensure that they only act on our instructions with regard to the processing of personal information we supply to them;
  - ensure that they have adequate security around personal



information supplied to them and, in particular, will take appropriate steps to ensure that there is no loss, damage or destruction of such information;

- allow data protection audits by Gymnastics Northern Ireland of information held on its behalf (if requested);
- indemnify Gymnastics Northern Ireland against any prosecutions, claims, proceedings, actions or payments of compensation or damages, without limitation arising out of any breach of the Act by them.

#### **Access to Personal Information**

10. Staff, service users and other individuals about whom Gymnastics Northern Ireland holds personal information have the right to access it. Any person may exercise this right by submitting a request in writing to the GNI Chair.
11. Gymnastics Northern Ireland will make a charge of £10 for each written request under the Act.
12. Gymnastics Northern Ireland aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days unless there is good reason for delay. In such cases, the reason for the delay will be explained in writing to the person making the request.

#### **Conclusion**

13. Compliance with the Act is the responsibility of everyone within Gymnastics Northern Ireland. Any questions or concerns about the interpretation or operation of this policy should be communicated to the GNI Chair.

**Adopted by the GNI Management Committee on (date):** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Chair**

\_\_\_\_\_ **Witness**